



SFA Human Resources Weekly Status

For Week Ending September 15, 2000

Accomplishments:

- ☐ Compiled personnel data (all SFA employees and email addresses)
- ☐ Sent personnel data to Perform.com to load participants into database
- ☐ Continued working with Perform.com to configure SFA's site
- ☐ Drafted Job Aide to validate with Perform.com subject-matter experts
- ☐ Participated with HR Team in a 'learning session' facilitated by Perform.com
- ☐ Documented Performance Development Process Review and Approval Steps
- ☐ Initiated the design and development of the Skills Assessment Job Aide
- ☐ Continued to refine the Human Resources Long-Term Plan
- ☐ Scheduled Perform.com to conduct a demonstration for SFA Leadership Team (Thurs 21) Meeting
- ☐ Updated HR Partner Manager and Recruiting Lead PD/KSA to new series and HRG standards
- ☐ Submitted Deliverable 30.1.4b, Modernization Communications, HR

Next Steps:

- ☐ Receive and incorporate feedback on SFA Skill Catalog
- ☐ Finalize draft of Job Aide and prepare for review
- ☐ Develop Performance Development Process communications, i.e. Inside SFA article, draft emails, posters (hold until appropriate approval has been received from Calvin)
- ☐ Develop demonstration materials for SFA Leadership Team (Thurs 21) Meeting
- ☐ Participate in Perform.com demonstration for SFA Leadership Team
- ☐ Assist in coordinating logistics for Perform.com demonstration (Thurs)
- ☐ Finalize 'high-level' business case for the SFA HRIS
- ☐ Continue to refine the Human Resources Long-Term Plan
- ☐ Draft Position Descriptions/KSAs for new HR positions